



## Creating and Submitting Request For Funds

**Issue Date:** April 24, 2006  
**Sources:** Grants Management  
**Key Words:** Request for Funds, Cash Request  
**Summary:** Instructions for requesting cash

1. Click the 'Login' link and log into the ePAGE with your UserID and Password.
2. Click 'Funding Applications' from the left-hand navigation menu.
3. On the resulting page, make sure that the correct fiscal year and 'Last Approved Applications' are selected from the dropdown menus. Click 'Refresh View'. If no data is returned, your funding application has not yet been approved and you may not create a RFF. Otherwise, please click on your funding source (i.e., Consolidated Application or Competitive Application).
4. Click 'RFFs' from the left-hand navigation menu. This will bring you to a screen displaying all approved grants.
5. Click on the grant for which you would like to submit or approve RFFs. This will bring you to a screen displaying any existing RFFs for the project. Additionally, you will see a 'Create New RFF' link.
6. If you need to approve an existing RFF, click on the request period of the RFF that you would like to approve. This will bring you to the RFF page, where you will be able to view the RFF and approve it or return it to be modified. Click the button indicating the appropriate action.
7. If you need to create a new RFF, click the 'Click Here to Create a New RFF' link. This will bring up a blank RFF for you to fill out. Most of the fields are pre-populated for you. As a general guide, fields with black labels cannot be modified, fields with gray labels can be modified but are defaulted to a valid value so this is not necessary, and fields with red labels require data entry. As you fill out the form, the system may prompt you to enter other data that has become necessary based on the data you entered elsewhere on the RFF form. Follow any instructions given to you to complete the RFF. When you are ready to submit, click the 'Submit for Approval' button. The School District will need to then log in and approve this RFF. The RFF will then be automatically forwarded to NDE Consultant for approval and payment. NOTE: If the person submitting the RFF for approval is the school district financial representative, Fiscal Representative approval will be automatically added to the RFF, and the RFF will then be automatically forwarded to NDE Consultant for approval and payment.